

FACILITIES MANAGEMENT

BUDGET UNIT: CUSTODIAL DIVISION (AAA FMC)

I. GENERAL PROGRAM STATEMENT

The Custodial Division of the Facilities Management Department administers the county's custodial services provided to county-owned and some leased facilities through a combination of county employees and contract custodial service providers.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	2,063,631	3,369,631	2,898,918	3,656,870
Total Revenue	655,855	1,882,190	1,366,533	1,962,190
Local Cost	1,407,776	1,487,441	1,532,385	1,694,680
Budgeted Staffing		59.0		63.0

Workload Indicators

Square Feet Maintained:

In-House	1,199,312	1,199,312	1,199,312	1,199,312
Contracted	851,906	851,906	851,906	851,906

Variance in 2001-02 budgeted appropriations to actuals is due to vacant positions that also directly impacted revenues.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

Budgeted staffing changes include the addition of 3.0 Custodian I and 1.0 Supervising Custodian for expansion of the West Valley Juvenile Hall. Additional costs reflect MOU and retirement increases.

PROGRAM CHANGES

None.

GROUP: Internal Services
DEPARTMENT: Facilities Management - Custodial
FUND: General AAA FMC

FUNCTION: General
ACTIVITY: Property Management

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Salaries and Benefits	1,451,159	1,933,121	2,005,327	88,012	2,093,339
Services and Supplies	1,440,282	1,436,510	1,483,531	55,000	1,538,531
Equipment	-	-	-	25,000	25,000
Total Exp Authority	2,891,441	3,369,631	3,488,858	168,012	3,656,870
Less:					
Reimbursements	7,477	-	-	-	-
Total Appropriation	2,898,918	3,369,631	3,488,858	168,012	3,656,870
<u>Revenue</u>					
Current Services	1,367,596	1,882,190	1,882,190	80,000	1,962,190
Other Revenue	(1,063)	-	-	-	-
Total Revenue	1,366,533	1,882,190	1,882,190	80,000	1,962,190
Local Cost	1,532,385	1,487,441	1,606,668	88,012	1,694,680
Budgeted Staffing		59.0	59.0	4.0	63.0

FACILITIES MANAGEMENT

Total Changes in Board Approved Base Budget		
Salaries and Benefits	<u>72,206</u>	MOU and retirement increases.
Services and Supplies	<u>47,021</u>	Inflation, risk management liabilities, EHAP, and the 2% budget reduction.
Total Appropriation Change	119,227	
Total Revenue Change	-	
Total Local Cost Change	119,227	
Total 2001-02 Appropriation	3,369,631	
Total 2001-02 Revenue	1,882,190	
Total 2001-02 Local Cost	1,487,441	
Total Base Budget Appropriation	3,488,858	
Total Base Budget Revenue	1,882,190	
Total Base Budget Local Cost	1,606,668	

Board Approved Changes to Base Budget		
Salaries and Benefits	88,012	Additional 3.0 Custodian I and 1.0 Supervising Custodian for the West Valley Juvenile Hall.
Services and Supplies	55,000	Contract custodial services are expected to increase by 30%.
Equipment	25,000	One-time transfer of appropriation to equipment for the purchase of a vehicle (\$25,000). In 2000-01 the Custodial Division was reorganized. This reorganization included the addition of 4.0 Supervising Custodian positions. This vehicle will be used by supervisors to monitor custodial contractors in facilities throughout the county.
	<u>168,012</u>	
Total Appropriations	<u>168,012</u>	
Revenue		
Current Services	<u>80,000</u>	Revenue from departments for custodial services.
Total Revenue	<u>80,000</u>	
Local cost	<u>88,012</u>	